

Revisions

to the *2003-04 Touring Artists Directory*

including Revised Guidelines and Forms
for Requesting Fee Support for 2003-04

Performing Arts Touring and Presenting Program



(Please keep this information about Guideline changes and the new forms in your copy of the *2003-04 Touring Artists Directory*.)

Revisions to Guidelines for Requesting Fee Support for 2003-04

Performing Arts Touring and Presenting Program

The CAC has made revisions to the guidelines for requesting fee support for 2003-04 through the Performing Arts Touring and Presenting Program. They are developed in response to substantial state, agency, and program budget reductions. The revisions were made after staff analysis of program data and some consideration by a representation of the touring and presenting field, with an attempt to mitigate funding reductions and offer as many presenters and artists as possible an opportunity to receive fee support. These revisions should be considered when applicants negotiate engagements and prepare requests for fee support. They will be employed when the CAC analyzes requests.

Revisions

- ☐ Maximum amount of fee support/engagement: 40% or \$7500, whichever is less.
(The CAC will continue to require that all CAC fee-supported engagements to pay the artist at least the minimum fee as listed in the 2003-04 Touring Artists Directory.)
- ☐ Maximum number of engagements/year for which artists may indirectly receive fee support: 3.
- ☐ Maximum number of engagements for which presenters can receive fee support/year: 2.
- ☐ Counties deleted from the list of underserved counties: Butte, El Dorado, Shasta, and Yolo
(due to recent population increases as reported by the Dept. of Finance).

Forms

The revised forms follow this page and are also found in a downloadable format on our website (www.cac.ca.gov/programs/application/patp_org_app.cfm) and under “Applications” for Performing Arts Touring and Presenting. Requests for fee support received on old forms will not be considered. Do not use the forms in the 2003-04 Touring Artists Directory which was distributed in September.

Attached forms include:

- ☐ Revised 2003-04 Request for Fee Support—Contract Summary
- ☐ Revised 2003-04 Request Formula Worksheet
- ☐ Fiscal Authorization Form (not revised)

Also attached is a new page 6 with revisions in the sections, "Maximum Fee Support Per Engagement" and "Roster Artist and Presenter Fee Support Limitation."

We regret the inconvenience that this revision of guidelines may create, but the extraordinary circumstances of the state budget require these changes at this time. The California Arts Council has been forced to act quickly to attempt to maintain the Program's viability and to intersect with the presenting field's seasonal cycle.

For questions, contact Patty Milich at pmilich@caartscouncil.com or 916/322-6385.

REVISED PERFORMING ARTS TOURING AND PRESENTING PROGRAM

2003-2004 REQUEST FOR FEE SUPPORT--CONTRACT SUMMARY

Instructions: Complete all sections. Incomplete forms will not be considered. This summary must be accompanied by the following attachments.

	Attached	On File	Not Required
A. A copy of presenter's tax-exemption letter (unless on file or not required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. A completed Presenter Questionnaire (unless on file)	<input type="checkbox"/>	<input type="checkbox"/>	
C. Request Formula Worksheet	<input type="checkbox"/>		
D. A copy of the fully executed contract between the artist and presenter	<input type="checkbox"/>		
E. A letter from presenter's fiscal officer authorizing funds for the engagement (must accompany <i>every</i> contract)	<input type="checkbox"/>		
1. Presenting organization's popular name _____			
Presenting organization's legal name _____			
2. Federal Employers ID Number _____			
3. Department, if applicable (i.e. Associated Students, Music Dept., Arts and Lectures, etc.) _____			
4. Address _____			
City _____ Zip _____			
5. Contact person (if college, enter name of permanent staff or faculty only) _____			
6. Title _____ 7. Phone _____ 8. Fax _____ 9. E-mail _____			
10. Address _____			
City _____ Zip _____ County _____			
11. Authorizing Fiscal Officer _____			
12. Name of facility where performance is scheduled _____			
13. Full address of facility _____			
City _____ Zip _____ County _____			
14. Facility's distance from artist's home base in miles by straight line measure _____			
15. Artist's Name _____ City _____ County _____			
16. Artist's Booking Contact _____ 17. Phone _____			
18. Booking Company, if applicable _____			
19. Street Address _____			
City _____ State _____ Zip _____ Country _____			
20. Engagement date(s) (Specify "tentative" if necessary) _____			
21. A. Number of days of engagement ____ B. Number of public performances ____ C. Number of other services ____			
22. Name of person completing this form _____			
23. Signature of presenter _____			
24. Artist Fee \$ _____ 25. Maximum % eligibility based on Request Formula Worksheet _____			
(May be up to 65%)			
26. % of Fee Requested _____ 27. CAC Fee Reimbursement Requested (\$7,500 maximum) \$ _____			
(May be up to 40%)			

REVISED 2003-2004 REQUEST FORMULA WORKSHEET

Artist	Presenter	Total % checked
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To determine the maximum percentage identified with this engagement and *maximize the possibility of funding*, check all statements below that are true and total the percentages. The maximum percentage may equal up to 65%; however, in such cases, funding may only be requested for a maximum of 40% of the artist's fee. (Note: No more than \$7,500 will be committed to any single engagement or set of engagements between the same artist and presenter for 2003-2004. This includes subcontracted services.)

X **20% Baseline Credit:** The presenter is an organization (i.e., nonprofit or government entity) meeting the eligibility criteria and has contracted with an artist in the *2003-2004 Touring Artists Directory* for an engagement which includes at least one public performance.

— 5% **Part of a Three-Venue Tour:** This engagement is part of a continuous tour which includes three separate performances in three separate venues (presenters) at least 50 miles by straight line measure (as determined by CAC) from the artist's home base. Identify the other venues and dates on the tour and **enclose copies of signed contracts or letters of agreement for these engagements.** (This documentation requirement may be provided directly to the CAC by the deadline by the artist/artist management with reference to the above engagement.)

1. This engagement, plus 2. _____, 3. _____
 (presenter) (date) (presenter) (date)

— **10% *150-Mile Distance from Artist's Home Base:** The engagement is 150 miles from the artist's home base, or is part of a minimum two-venue tour which includes a performance at a venue which is at least 150 miles by straight line measure (as determined by the CAC) from the artist's home base. The qualifying engagement is:

(presenter) (date)

— 10% ***Underserved County:** The engagement is in a county designated below or is part of a minimum two-venue tour which includes a performance to such a county. (Circle the county below.) The qualifying engagement is:

(presenter) (date)

— **5% Non-Weekend Activity:** Some or all of the activity associated with this engagement takes place on: **Monday, Tuesday, Wednesday or Thursday.** (Circle all that apply).

— **5% Minimum 2-Day Residency:** The engagement entails more than the one required public performance, and those services take place on at least one additional day.

— **5% K-12 Residency Activity:** The engagement entails more than the one required public performance, those services take place on at least one additional day, and at least one of those additional services is specifically designed for and directed to K-12 students during regular school hours.

— **5% Free Public Performance:** Engagement includes a performance advertised and accessible to the general public where no charge is paid by anyone either to the performance or to the event/location where the performance takes place. Free performance should be noted in the contract between the artist and the presenter, or sent on the presenter's letterhead as a signed statement.

Underserved Counties: Alpine • Amador • Calaveras • Colusa • Del Norte • Glenn • Humboldt • Imperial • Inyo • Kings • Lake • Lassen • Madera • Mariposa • Mendocino • Modoc • Mono • Napa • Nevada • Plumas • San Benito • Sierra • Siskiyou • Sutter • Tehama • Trinity • Tuolumne • Yuba

*An engagement may meet this criteria on its own or as part of a tour which includes one which does qualify directly. If this engagement qualifies *indirectly*, identify the qualifying engagement and enclose a copy of the signed contracts for the qualifying engagements. Artists/artist management may send a copy of the contract or letter of agreement for the qualifying engagement directly to the CAC with reference to the above engagement, but it must be postmarked by the deadline for which the request is made.

Applicants must provide proof of eligibility for the criteria checked above at the time the request for fee support is sent.

FISCAL AUTHORIZATION FORM

(Download the text of this sample onto your organization's letterhead and complete with appropriate information. Do not substitute different language.)

Date _____

I certify that funds in the amount of \$_____ (Artist's full fee)

are committed to full and timely payment of the fee for _____ (Name of artist)

who is contracted to perform for _____ (Name of presenting organization)

on _____ (date(s) of engagements)

I understand that in the event that this engagement is deemed a high enough priority and that funding is committed by

the CAC, the California Arts Council will reimburse _____ (Name of presenting organization)

for a portion of the artist's fee in the amount of _____ (Amount of fee reimbursement--may not exceed \$7,500)

after the artist has been paid in full, and after the California Arts Council receives and approves my final report.

I also understand that as the presenter, this organization is responsible for publicizing and promoting the event(s) to the public, and paying the artist in full at the time of the engagement.

Name: Type or print – person authorized to commit funds

Title

Signature

Revised Conditions and Limitations on CAC Fee Support

Distance Requirement: All fee-supported engagements must take place at least 50 miles from the roster artist's home community via straight line measure. Final determination of distance is made by CAC staff.

Qualifying Activities: The Performing Arts Touring and Presenting Program offers partial reimbursement to presenters for presenting roster artists' performances to the public. Additional qualifying activities such as workshops or lecture-demonstrations which take place in conjunction with public performances may also be supported as part of an engagement. The Program does not support engagements consisting of faculty teaching residencies, performances that are closed or not widely advertised to the public, or workshops, lecture demonstrations, or other residency activities that are not provided in conjunction with at least one public performance. It is not necessary that admission be charged to any of the activities associated with the engagement including the public performance.

Maximum Fee Support per Engagement: Due to funding constraints, actual CAC fee support shall not exceed 40% of the fee or \$7,500 (whichever is less), even if the engagement's features reflect a higher percentage or dollar amount.

Roster Artist and Presenter Fee Support Limitation: Roster artists are limited to a maximum of fee support for three engagements for the season. This is a ceiling, not an allocation. Presenter may receive fee support for up to two engagements per season. No roster artist or presenter is allocated funds or has fee support reserved for any engagement prior to submitting a request for fee support. The CAC does not intend and cannot provide fee support for a presenter's entire season. The intent of the Program is to distribute the limited funding available for fee support to many communities in California.

Artist Provision of Subsidy: Any subsidy other than Touring and Presenting Program fee support that roster artists may provide, or arrange to have provided, to the presenter in support of the roster artist's services will not be recognized by the CAC as part of the fee paid to the roster artist.

Timely Artist Payment: For any engagement where CAC fee support is requested, roster artists must be paid in full at the time of the engagement. Roster artists may not negotiate to receive late payment from the presenter or partial payment from the presenter at the time of the engagement. Roster artists who authorize partial or late payment will not be eligible to apply for fee support on behalf of their engagements with presenters in the next fiscal year, regardless of their roster inclusion status for that year.

Presenter Default: Presenters who have cancelled engagements, failed to pay roster artists in full and in a timely manner, or failed to comply with contracts with the CAC or artists for previous CAC-supported engagements may be deemed ineligible to receive any current and subsequent year fee support including reimbursement for engagements that have already occurred.

Changes in an Engagement: The CAC expects that fee-supported engagements will be conducted as outlined in the artist/presenter contract. If any change is made, the CAC funding for the engagement may be in jeopardy. Presenters and/or artists/artist representatives should contact the CAC prior to arranging changes in the engagement as represented in the artist/presenter contract in order to ensure that fee support reimbursement can still be forthcoming.

CAC/NEA Credit: Presenters must agree to credit the National Endowment for the Arts and the California Arts Council in all promotional materials and in the program, if applicable. In addition, all presenter grantees are required to include the CAC logo on printed materials. See page 11. More information will be sent to funded presenters after notification of the CAC commitment to provide fee support.